

# VRIS UPDATE

## Employee Roster Information Form 1/2/2014 Number 377

### SUMMARY OF UPDATES

The Employee Roster Information Form will now be used only for setting up new VR employees. The previous form that was also used to set up OJE/OJT's is now a separate form called OJE/OJT Information Form.

### VRIS POSTING

None

### FORMS REVISED

The [Employee Roster Form](#) can be found under Administrative Forms.

### QE2 UPDATE

none

### MONITORING REQUIREMENTS

none

### TEAM COMMUNICATION

Office Directors should review the revisions in your next team meeting.

### LEADERSHIP CONTACT

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